eLAPS/Accela Project

RENTAL REGISTRATION PROCESS

Date:	Tuesday, November 19, 2019
Topic:	Rental Property Registration Process

This document explains the process to register a City of Detroit Rental Property using the eLAPS online Accela Citizen Access (ACA) system. The Customer must have an existing eLAPS account or will be required to create an account to proceed.

Registration Process Information
For help with registering for eLAPS, here is the link to the eLAPS Video Playlist:
https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/plan-review/accela-electronic-licensing-and-permits-system-elaps

Select *Accela/eLAPS: How to Create an Account*

If already registered and prefer video instruction on this topic, using the link above, select:
Accela/eLAPS: How to Submit a Rental Registration Application

from the eLAPS Video Playlist.

IMPORTANT: **A Rental Property can only be registered once. Only the property owner can register the property. Proof of property ownership (property deed) is required to complete the registration. If you are not in possession of this information, please contact the Register of Deeds:**

> Wayne County Register of Deeds
> International Center Building
> 400 Monroe Street, 7th Floor
> Detroit, MI 48226-2925
> **Phone:** (313) 224-5850
> **Office Hours:** M-F 8:00 am – 4:15 pm
>
> **Link:**
> https://www.waynecounty.com/elected/deeds/search-services-and-copy.aspx

The Customer will log into or register at the eLAPS Accela Citizen Access website.

This is the link: https://aca-prod.accela.com/Detroit

PLEASE NOTE:
If you experience any issues during this process or need assistance, please email: **BSEESupport@detroitmi.gov**

Below is a quick pictorial review of the process. Following this diagram are more detailed instructions.

RENTAL PROPERTY REGISTRATION PROCESS for CUSTOMERS

START

Login or Register with eLAPS — You must have an user account created for eLAPS
Link: https://aca-prod.accela.com/Detroit

Select Code Enforcement — Code Enforcement appears at the top of the menu bar.

Accept the Disclaimer — Check the box to accept the disclaimer.

Select Rental Registration — Expand the Code Enforcement arrow and select Rental Registration

Answer the Registrant Question — Only the Property Owner of the rental property can register the rental property. If you are not the property owner, your registration will be invalid.

Upload a document showing Proof of Ownership — Customer must upload a document establishing Proof of Ownership for the property..

Ownership Document

Enter the Property Address — Properties may only be registered once. Please contact the Property Maintenance Division if an error occurs.

Enter Contact Information — The Applicant is the registered User/Owner.
A Management firm contact may be entered.
No PO Boxes are allowed in the address fields.

Enter the Property Information — Required property information varies by the Type of Dwelling selected.
Year built information can be retrieved from the ownership document.

Review the Application — Review the information on the application. Edit any necessary information.
No changes can be made after the record is submitted.

Accept the Certification Statement — Certify the information by checking the box. Click on 'Continue Application'.

REGISTRATION SUBMITTED — The application's record number will be displayed. Format: REG20yy-nnnnn
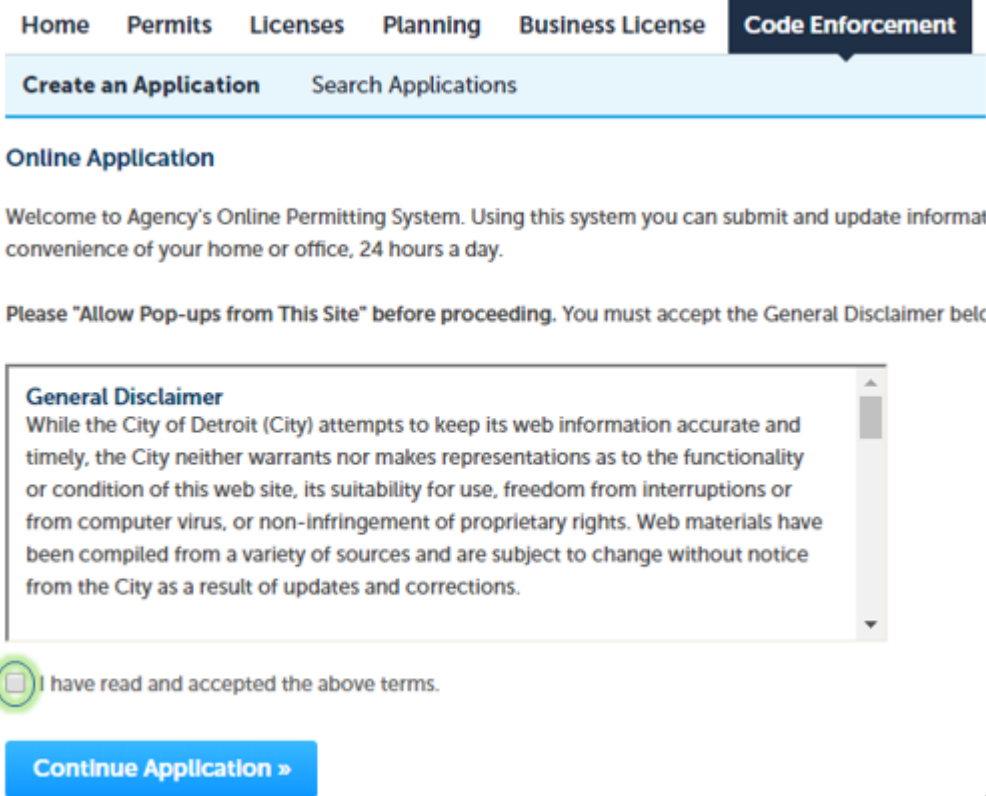Please record the number for future reference.

Once registered and logged in, the Customer can create a Rental Registration.

INITIAL REGISTRATION
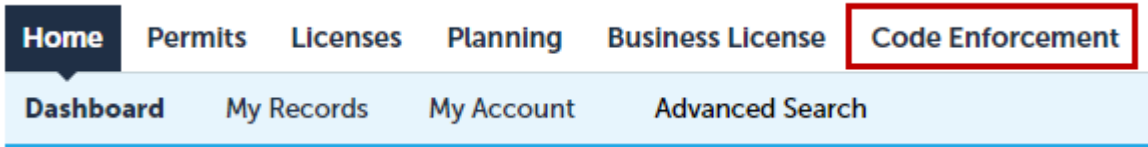
Click on **Code Enforcement**.

The following screen appears. The Customer must accept the terms of the disclaimer by checking the box.

Click on the '**Continue Application >>**' button.

The next screen displays to allow the Customer to select the Rental Registration application. Expand the **Code Enforcement** option by clicking on the arrow.

Select '**Rental Registration**' and then click on the '**Continue Application >>**' button.

Step 1: Rental Property>Registrant Information

The registration continues requiring the Customer to respond to the question: Are you the Property Owner?
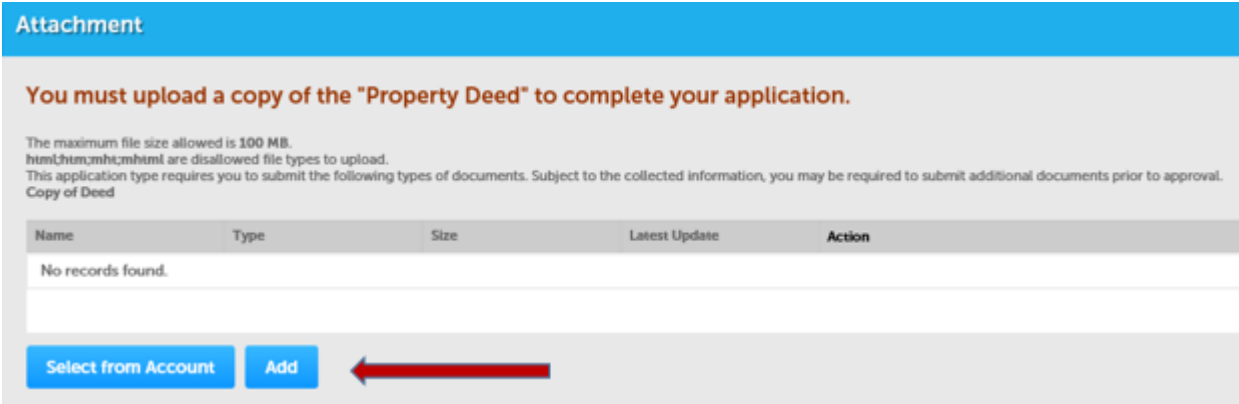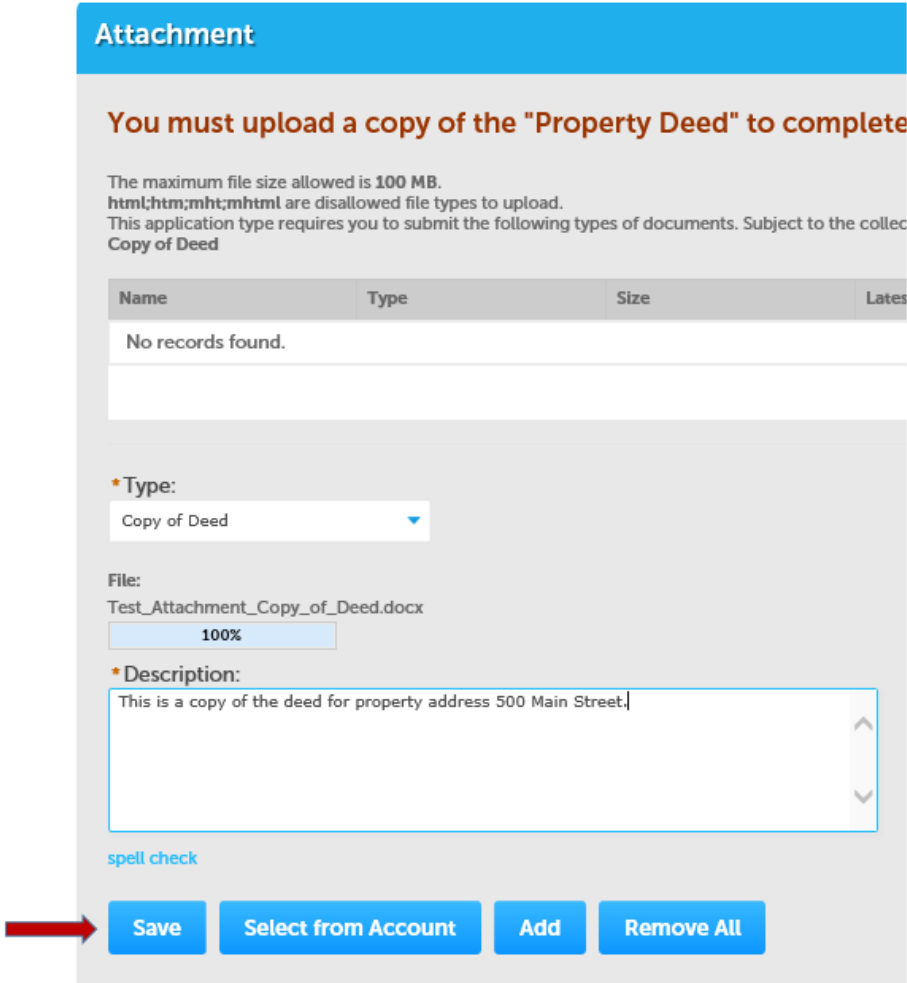

If the Customer is the property owner, continue with the following request to upload a copy of proof of property ownership from your computer. Click on the '**Add**' button to proceed.

Attachment

You must upload a copy of the "Property Deed" to complete your application.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Copy of Deed

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account   **Add**

Please enter the following information about your document.

Attachment

You must upload a copy of the "Property Deed" to complete

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collec
Copy of Deed

Name	Type	Size	Lates
No records found.			

*Type:

Copy of Deed

File:
Test_Attachment_Copy_of_Deed.docx

100%

*Description:

This is a copy of the deed for property address 500 Main Street.

spell check

Save   **Select from Account**   **Add**   **Remove All**

Click on the '**Save**' button.

Please make note of the year built from the ownership document which will be necessary to complete the application.

Next will be the section to enter the **Address** of the rental property.

Rental Property Address

Please only enter Street Number and Street Name then click "Search" button.
If address not found, click "Clear" button and try again.

Country:
United States

*Street No.:
                                        Direction:
                                        --Select--

*Street Name: Street Type:
                       --Select--

Unit Type: Unit No.:
--Select--

City: State: *Zip:

*Parcel Number:

[Search] [Clear]

[Save and resume later]   [Continue Application »]

Enter **ONLY** the **Street Number** and/or the **Street Name**.

Rental Property Address

Please only enter Street Number and Street Name then click "Search" button.
If address not found, click "Clear" button and try again.

Country:
United States

*Street No.:   Direction:
                                        --Select--

*Street Name: Street Type:
                       --Select--

Unit Type: Unit No.:
--Select--

City: State: *Zip:

*Parcel Number:

[Search] [Clear]

Click on the '**Search**' button.
The system will create a dark pop-up indicating it is searching for the Address. The system will automatically populate the required fields in the Address section.

Please note: If the section does not populate, the address may have incomplete information in GIS. The Customer will not able to get past this section with an invalid
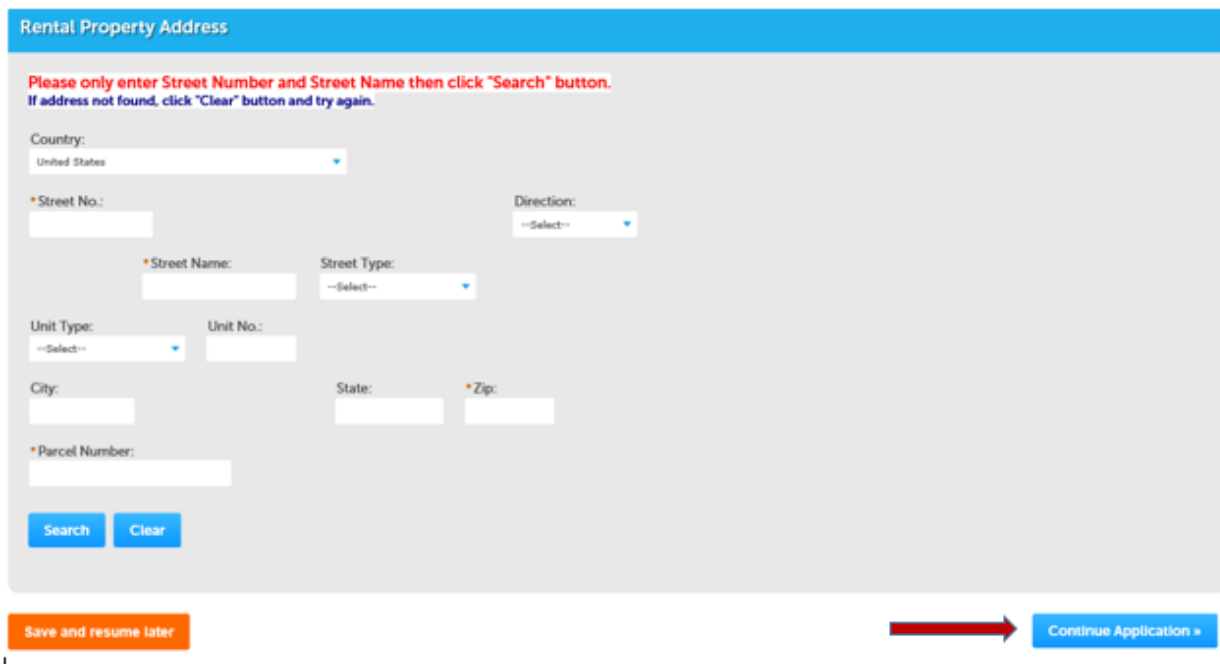
address. If this occurs, the Customer must contact the Property Maintenance Division of Buildings, Safety Engineering and Environmental Department at (313) 628-2451.

It is also possible to see an Error Message on this screen. This will happen whenever the system identifies an address that has a prior registration. If this occurs, the Customer must contact the Property Maintenance Division of Buildings, Safety Engineering and Environmental Department at (313) 628-2451.

An error has occurred.
ERROR: This property has already been registered with the City of Detroit. Please contact the Property Maintenance Division of the Buildings, Safety Engineering and Environmental Department at (313) 628-2451.
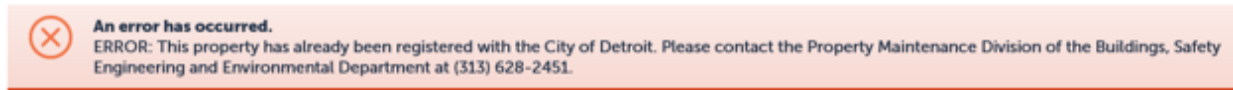
Click on the '**Continue Application >>**' button.

Step 1: Registration Form>Contacts is the next step in this process.

The screen is shown on the next page. There are instructions for the Customer to update **Contacts** as necessary for this registration.

Please note: Addresses for contacts must have a valid street address; **no** Post Office (P.O.) Boxes are allowed.

Add Contacts based on the following instructions.

APPLICANT
The applicant is considered the registered account user/property owner creating this application. So, click on the '**Select from Account**' button to retrieve the information that was entered for the account.

The Management Firm section is not required unless the Property Owner has an individual or company managing the rental property. To add the Contact information for the Management Firm, click on the '**Add New**' button.

After entering the contact(s), click on the '**Continue Application>>**' button to continue the registration.

Step 1: Rental Property>Property Information

The Customer must enter the required fields. The 'Type of Dwelling' selection field may cause additional required fields to appear. Please provide the information as accurately as possible.

Click on the '**Continue Application>>**' button.

Step 2: Review

The Review step is the last opportunity to edit and/or add any information.

This page gives the Customer an opportunity to review and/or edit the entries that were made on the application. Select '**Edit**' on the right-hand side of the section to change any information. The system will return to the screen that was selected.

If all the information is correct, please check the box at the bottom of the screen to certify the information is accurate and electronically sign the application.

Rental Registration

1 Rental Property	2 Review	3 Record Sequence
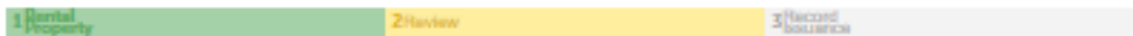
Step 2: Review

[Save and resume later]   [Continue Application »]

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Registration

Registrant Information

REGISTRANT   [Edit]

Are you the Property Owner?:   Yes

Attachment   [Edit]

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhe;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;w are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Copy of Deed

Name	Type	Size	Latest Update	Action	
					▲
					▼

Rental Property Address   [Edit]

461 KITCHENER
DETROIT MI 48215
Parcel Number: 21048068.

Applicant   [Edit]

Individual
Joan Maserai
Primary Phone: 888 555-1212
Mobile Phone: 800 555-1212
E-mail: bolusj@detroitmi.gov

Management Firm   [Edit]

Property Information

GENERAL   [Edit]

Type of Dwelling: Condo	Year Built: 1980
Number of Stories: 3	Total Number of Units: 1
Any Units Owner Occupied?: No	Total Number of Units Rented:
Number of Sleeping Units (bedrooms):	Number of Commercial Units:
Section 8 Housing: No	Section 8 Units:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.
In compliance with registration requirements of the City of Detroit Property Maintenance Code, I hereby certify that the foregoing is true and a complete statement of the information requested.
The City of Detroit reserves the right to rescind or cancel a request or registration if it finds that information submitted to obtain that request or registration was false or incorrect. There will be no refund for rescinded or canceled requests or registrations.

☐ By checking this box, I agree to the above certification.   Date:

[Save and resume later]   [Continue Application »]

Click on the 'Continue Application>>' button to complete the application.

Congratulations! The application has been submitted successfully.

The screen above will provide the record number, in the format of REG20yy-nnnnn, associated with this registration. Please save the number for future reference. The application will be reviewed by the Property Maintenance Division within the Buildings, Safety Engineering and Environmental Department. The Customer will receive a notification via email when the application process has been completed.

Checking the Status of the Application

On the Home Page, the newly created record will appear under My Records/Code Enforcement.

By clicking on the record number, application information will appear.

By expanding the **'Record Info'** tab, you can select **'Processing Status'** to check on the application.
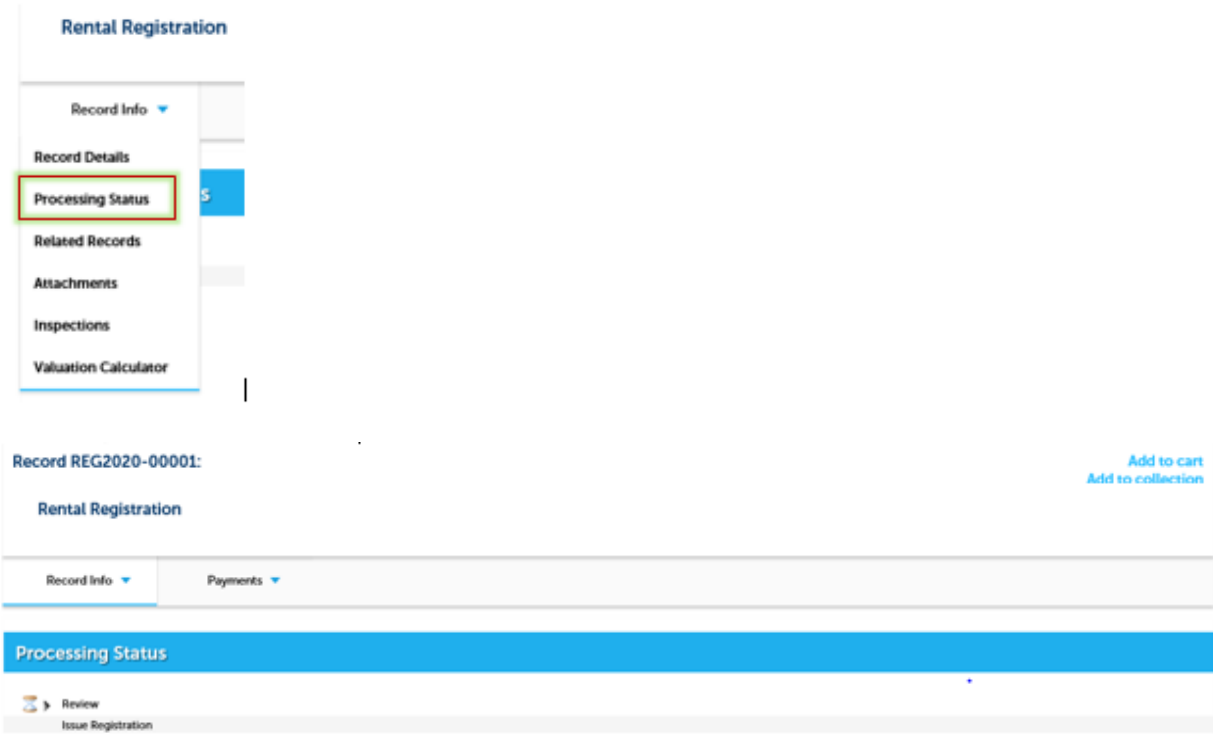
In the **Attachments** section, any documents associated with this application will be stored. It will have a copy of the proof of ownership that was uploaded during the application process.
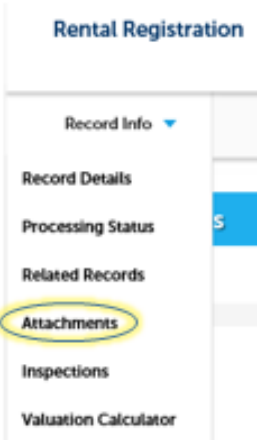
Attachments

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Test_Attachment_Copy_of_Deed.docx	REG2020-00001	Rental Registration	Record	Copy of Deed	11.27 KB	01/02/2020	Actions ▼	Rental Registration - REG2020-00001

Select from Account   **Add**